

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0289711**

DATE POSTED: **02/23/15**

POSITION NO: **240945**

CLOSING DATE: **03/06/15**

POSITION TITLE: **Associate Accountant**

DEPARTMENT NAME / WORKSITE: **Office of the Controller - Investment Section , Window Rock, Arizona**

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB62A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: \$ 34,028.80 PER ANNUM

SEASONAL: ☐ DURATION : \$ 16.36 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Monitor financial conditions of selected financial institutions, assists in the preparation of the monthly investment schedules; update on the financial report system; investment statistical data, and graphs for presentation to the Navajo Nation Investment Committee and various Navajo Nation programs; analyze current position of investment portfolio and analyze ratio; analyze the expenditures on the trust fund and expenses of the investment management fees comparing to contract; update balance sheet and income statements for various trust funds accounts on a quarterly basis or as requested or when given as assignment by accounting manager; reconcile bank statements on month basis. Perform additional duties and special projects assigned by the Controller. Will work with Navajo Nation Investment consultants and Custodian to streamline investment reporting processes. Keep abreast of capital markets to update Investment Committee and B & F Committee.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of accounting principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the accounting profession.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of accounting principles, practices and procedures.

Knowledge of public relations/customer service principles, practices and techniques.

Knowledge of computerized accounting systems and applications including general software applications.

Skill in preparing detailed and complex numerical computations and reports.

Skill in developing and monitoring complex multi-fund and source budgets using automated spreadsheets and word processing system.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.